



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: Assistant Chief Engineer

SALARY RANGE: \$32.61 - \$48.28 per hour

HOURS OF WORK: 8:30 A.M. – 4:30 P.M.

The City of Middletown is accepting applications for the position of Assistant Chief Engineer. This position is located in the Middletown Water & Sewer Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on January 6, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Bachelor's degree in Civil or Mechanical Engineering is required and seven years of civil engineering experience or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a Professional Engineer's License and the possession of a valid Connecticut driver's license. **(Copies all required licenses must be attached to application) (Copy of required license must be attached to application)**

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: The purpose of this position is to oversee and monitor the planning, design and construction of all projects that impact water production facilities, water distribution facilities, sewer collection and transmission facilities, and sewer treatment facilities and to act as the Chief Engineer in his/her absence. The work is performed under the direction of the Chief Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Plans, designs, specifies and oversees Water & Sewer Department projects. Prepares cost estimates and order materials for water distribution and sewage collection projects. Inspects construction projects. Assumes the responsibilities of the Chief Engineer in his/her absence. Plans work for the Engineering division. Provides technical assistance to operational superintendents and other city departments. Performs technical reviews on permit applications. Issues connection permits to contractors. Prepares permit applications and represents the department at meetings. Investigates sewer complaints and water complaints. Prepares a variety of reports and correspondence; prepares reports for the Chief Engineer and Water & Sewer Director. Assists superintendent, inspectors and contractors in gathering information for projects. Approves payment for construction and engineering contractors. Operates various computer software packages including word, excel and AutoCAD. Possess knowledge of pressure and gravity hydraulics and related mechanical/electrical systems. Possess knowledge or laws and regulations governing municipal development and construction.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Department prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 12/16/15